

## ***Q: What is a review and adjustment?***

**A:** A Review@ is an objective evaluation of your case to determine the appropriate child support amount and the fair assignment of health insurance responsibilities. Information from each parent is gathered and Ohio Child Support Guidelines are applied. Outside sources such as employers and insurance companies are often contacted. An Adjustment@ is the term used when the support amount is changed (either increased or decreased), or the health care responsibilities are changed from the person or persons previously ordered to purchase insurance. In some cases, a review will result in no adjustment. Usually there is no adjustment when the changes in income are small. The review and adjustment process is sometimes called a Modification@. Court cases or Administrative Paternity cases are reviewed only upon request by either party. OWF/TANF cases are automatically done by the CSEA every three years. Please free free to request a review.

## ***Q: Who can request a Review & Adjustment?***

**A:** Any person paying or receiving child support through the CSEA may request a review. Just call into the CSEA and ask for a Review Request Application Form. After the request is received, three factors are applied to determine whether or not the CSEA goes forward with the review:

1. Federal UIFSA Laws: (Uniform Interstate Family Support Act) If there is a court order from another state, or the parents live out-of-state, UIFSA will regulate how the CSEA must proceed with a modification. The Consumer Response Dept. has UIFSA specialists to answer your questions.
2. The THREE-YEAR Rule: Your last support order must be at least three

years old (36 months) to qualify for a review and possible adjustment. However, there are many excepting situations that may exist where you will still qualify for a review & adjustment.

3. VERIFICATION Rule: If your case is less than three years old, and you wish to qualify under an exception; you will be asked to supply the CSEA with documents to verify how you meet the exception. These documents must be received to move forward with your request.

## ***Q: How do I get a review started on my case?***

**A:** Call us and ask for a Review Request Application. You will be given complete details at each step in the process.

## ***Q: Can my review request be denied?***

**A:** Yes, if any of the following situations exist:

- a) Cases in which legal action is pending.
- b) Cases in which the child(ren) are already emancipated [an arrears-only case (where there are no current charges)].
- c) Cases in which the location of the obligor is unknown.
- d) Cases in which the IV-D application requesting CSEA=S services has not been signed and accepted with the CSEA.
- e) Cases which the Federal UIFSA Laws have determined are ineligible. (Example: An Ohio order where none of the parties lives in Ohio any longer).

## ***Q: What are my options should my review request be denied?***

**A:** Your options depend upon why your review was denied. If your review was denied under UIFSA, call the Consumer Response Department in our local agency and ask to speak with the UIFSA expert. A UIFSA expert can point you in the right direction for further assistance with out-of-state modifications.

A review is sometimes denied because there is a temporary problem such as when the case is set for a hearing in court, or when a case has been sent to the Location Department to find the obligor. You may reapply for a review once the current actions have been resolved.

If you were denied under the three-year rule, you have the option of seeking private legal counsel with your own attorney, or filing a motion in court APro Se@ (meaning Afor yourself@). You may file your APro Se@ motion with the Clerk of Courts office. If you have a court case, you must file *in person* at: the Family Court Building at 429 Michigan Street (for Domestic Relations cases), or at the Juvenile Justice Center at 1801 Spielbusch Ave.(for Juvenile Court cases). Be advised, they will only accept your *completed* motions, and you will be responsible to cover court costs.

**No matter what reason your review request was denied, you have the right to appeal** by requesting a County Conference with a CSEA Court Liaison or a State Hearing with a State Hearing Officer. All CSEA review denials are accompanied by a letter of explanation and a list of options.

***Q: What is the basic review and adjustment procedure?***

**A:** Both parties will receive an affidavit (informational and financial disclosure form) in the mail and be given 45 days to complete, attach verifications (W-2, 1040, pay stubs, proof of insurance, etc.), and return the packet to the CSEA.

The CSEA will investigate and confirm all claims; may opt to subpoena employers for information; cancel reviews for non-cooperation of the requestor; and for certain situations, make reasonable assumptions and impute income. When the review is finished, the CSEA's recommendation is sent out to each party.

You have a determined period of time to object to our findings. If we receive no objections from either party, a recommendation will be finalized. If we receive an objection to the review recommendation within the time limits, we will schedule an Administrative Adjustment Hearing in front of a county Hearing Officer or go directly to court. You may be represented by legal counsel should you so desire. Except with Administrative Paternity cases, you may appeal the Findings and Recommendations of the Hearing Officer within fifteen days of their notice and schedule a court Mistake of Fact hearing in front of a magistrate. Every aspect of the modification process is made available to both parties in writing.

***Q: What are the possible outcomes of a review?***

**A:** There are three possible outcomes to the review process: your child support could be increased, decreased, or remain the same. A modification to access health insurance could result in: both parties, the custodial parent, or the non-custodial parent being responsible to carry health care coverage for the children of the order. The CSEA Review Investigator will not be able to determine the outcome of this process without first having in hand the required facts and financial information from both parties. Results of the modification recommendations will not be given out over the telephone to anyone. Both parties of

the case will receive written notification.

***Q: Do I need to be present at the review?***

**A:** No. The review will not be conducted in the presence of either party. This is an independent, administrative desk procedure. The calculations and recommendations are entirely objective and based upon state and federal mandates. Legal counsel is not supplied for either party by the CSEA. The person doing the desk review is entirely neutral and does not represent either party.

***Q: Can I stop the process once I've requested a modification?***

**A:** Any requested review can be stopped *before* its scheduled review date if the requesting party submits a written request. Once the modification is completed, the CSEA will not cancel the Findings and Recommendations.

***Q: When will the new adjustment or health care ruling go into effect?***

**A:** The new child support order goes into effect when the court signs the finalized order. With Administrative Paternity cases, it goes into effect when the Hearing Officer signs the administrative order. This may take several months. However, once the order is signed, the new support and/or the new health care coverage ruling relates back to the first day of the month following the date the review began.



**QUESTIONS  
&  
ANSWERS**

**About The  
Review & Adjustment  
Procedure**

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